



**APPROVED**

**COMMISSION ON CORRECTIONAL PEACE OFFICER  
STANDARDS AND TRAINING**

**CPOST Commission Meeting  
April 25, 2002  
CPOST Headquarters**

**Commissioners Present**

Commissioner Doug Peterson, Chair  
Commissioner Mike Knowles  
Commissioner Dennis Kent  
Commissioner Bob Kirchner  
Commissioner Allison Nicholson  
Commissioner Marty Jones

Alternate Commissioner Kirby Schmitt  
Alternate Commissioner Sharon Lamar  
Alternate Commissioner Ed Anderson  
Alternate Commissioner Ernest Roe

**Commissioners Absent**

Alternate Commissioner Linda Smart  
Alternate Commissioner Sharon Jackson

**Executive Staff Present**

Solange F. Brooks, Executive Director

**I. Introductions**

Meeting for the Commission on Correctional Peace Officer Standards and Training (CPOST) was called to order at 9:40 a.m. at the Department of General Services, Ziggurat Auditorium, 707 Third Street in West Sacramento, California.

**II. Approval of Meeting Minutes**

The Commission moved that the Commission minutes for the February 7, 2002 meeting be adopted as submitted with the following corrections:

- Page 9, John Cazuti was misspelled, change to John Pizzeuti.
- Commissioner Kent recommended that the minutes show if the motion passed or failed and the vote count of the Commissioners.

Motion: To approve the Commission minutes for the February 7, 2002 meeting with the aforementioned corrections.

Made by: Commissioner Nicholson

Seconded by: Commissioner Jones

No voting roll call was called

Motion: Passed unanimously

### **III. Public Safety Leadership & Ethics Pilot Program**

#### **Presented by Kevin Brame**

The Public Safety Leadership & Ethics Pilot Program was introduced to the Commission almost a year ago by Dr. Jan Hayes. Kevin Brame, Grant Director for the California Public Safety Leadership & Ethics Pilot Program advised the Commission on the status of this particular project. This project was a federally funded program and the grant was issued by the Community College Chancellor's Office. Four courses were designed for this program, Personal Philosophy of Leadership a 42-hour course; 90-hours of leading others, 40-hours of organizational leadership and a 40-hour presentation on ethics and challenge of leadership. Mr. Brame went on to discuss the program and how it introduces an individual to leadership and the concept of ethical decision-making.

### **IV. Executive Director's Report**

#### **CPOST Correctional Consultant**

Ms. Brooks informed the Commission that CPOST has reached agreement with DPA on the classification and pay issues associated with CPOST's Correctional Consultant classifications. The classes will be associated with bargaining unit 6; however, they will not have peace officer retirement. They will be placed in the miscellaneous retirement category, which is consistent with the consultant series used by POST. To compensate for the denial of peace officer retirement and to assist with recruitment, DPA agreed to a higher salary structure – approximately 10% more than Sergeant, Lieutenant and Captain levels. An attachment was provided to the Commissioners on this issue.

It was also agreed that the initial appointees will have the option of doing a four-year Training and Development (T&D) assignment instead of the usual two to three year T&D. As you are aware, under the T&D assignments, peace officers

would maintain their current salary and benefit structure and would have to make a decision at the end of the assignment as to whether or not they want to be permanently appointed to the Correctional Consultant classification or return to their previous assignment.

Cooperative Personnel Services (CPS) will be conducting the Correctional Consultant exam for us so we can establish a recruitment list. It is CPOST's plan to have the Correctional Consultants on board no later than July 1, 2002, assuming that the hiring freeze exemption process is done expeditiously.

### Budget

CPOST's FY 02/03 Assembly Budget Hearing was held on April 2, 2002. CPOST's budget passed the Assembly without issue. The Senate Budget Hearing was held on April 24, 2002. CPOST budget passed the Senate without issue.

### Facility

CPOST is getting settled into their new building in Elk Grove. CPOST plans to conduct its Commission meetings at the new facility beginning with the June 20, 2002 meeting. An Open House is tentatively scheduled for the same day.

### Selection and Training Standards Division – Lesson Plans

Laurel Alvarez, Instructional Designer, Selection and Training Standards Division, informed the Commission that the Apprenticeship Program lesson plans to conduct training at the Department of the Youth Authority and the California Department of Corrections are near completion. CPOST will be adhering to the same Curriculum Review Committee approval process that the departments follow.

### HeartMath Stress Reduction Project

CPOST staff has conducted departmental meetings and discussions regarding this project. To date, CPOST has been notified that due to the budget crisis, it is impossible for departments to absorb the cost for back-up pay associated with this project. After careful consideration of the situation, CPOST has determined that they can support completing the study on a smaller scale at the Department of the Youth Authority only. Regrettably, at this time, CPOST's available funds are not sufficient to include the California Department of Corrections in the final stage of this stress reduction project.

### Training Standards

CPOST continues their efforts to develop training standards for the class of Correctional Counselor I, California Department of Corrections. MGT of

America will assist them in this first endeavor to set defensible training standards for a classification. The California Department of Corrections has presented CPOST with a complete job analysis for this class.

#### Job Analysis Parole Agents I, II, and III

CPS is currently conducting the job analyses on the parole agent series. Status:

<u>Target Date</u>	<u>Task</u>
May 2002	Complete all focus groups
June 2002	Develop questionnaire and solicit CCPOA support
July 2002	Administer questionnaire to a small group of SME's for clarity, including instructions, scales definitions, tasks and dimensions
August 2002	Send questionnaire to all incumbents in the parole agent series
September 2002	Analyze information, and gather an advisory panel from departments to identify those core tasks and KSA's that require training and have them assist with setting training standards.

#### Future Job Analysis

CPOST is in the process of finalizing their agreements with the State Personnel Board to assist CPOST in conducting job analyses on the following groups of classes:

Firefighter, Fire Chief  
Correctional Officer, Sergeant and Lieutenant  
Youth Correctional Officer, Youth Correctional Sergeant, and Youth  
Correctional Lieutenant  
Medical Technical Assistant, Senior Medical Technical Assistant

#### Apprenticeship Services Division-Training

Evonne Garner, Manager (A), Apprenticeship Services Division, informed the Commission that CPOST has embarked on a summer program to provide on-site training to all Local Apprenticeship Subcommittees that have experienced a change in membership since last year's conference, requested training, and/or have an identified training need. This effort was kicked off on April 9, 2002 at Preston Youth Correctional Facility.

#### Service

In May, CPOST will conduct the first in an ongoing series of working task groups to develop alternative solutions to challenges that face the apprenticeship program. These task groups will be comprised of CPOST staff and members of the Local Apprenticeship Subcommittees and other departmental staff. The first task group will focus on developing a proposed schedule for performance reports and identifying related and supplemental training opportunities.

#### Compliance Audits

CPOST recently completed an audit of the Correctional Peace Officer Apprenticeship program at N.A. Chaderjian Youth Training Facility in Stockton. This week, staff is conducting an audit at Salinas Valley State Prison in Soledad. The results of these audits are being used to facilitate improved program operations, identify best practices to share with all participants, and identify and meet challenges within the program structure.

#### Special Projects

CPOST continues to coordinate the reinstatement of the veterans education benefit program in order to resume education benefits to correctional peace officer veterans. CPOST has requested the departments to approve and sign the reinstatement request. Upon receipt of the signed documents, CPOST will forward the reinstatement package to the Department of Veterans Affairs.

#### MSA Recommendations by LAS

CPOST has received a legal opinion clarifying that the Local Apprenticeship Subcommittee should recommend the denial of merit salary adjustments (MSA) to apprentices who are unable to complete the apprenticeship program due to an industrial injury. The Local Apprenticeship Subcommittee's role in recommending merit salary adjustments is strictly limited to an evaluation of the apprentice's success in completing apprenticeship program requirements. Therefore, the Local Apprenticeship Subcommittee should not recommend a salary increase if the apprentice has not demonstrated completion of all requirements of the program established for that pay level. The LAS authority only extends to recommendations for merit salary adjustments based on, apprenticeship program performance. It is the appointing authorities responsibility to award or deny the merit salary adjustment based on a wider performance and legal review. An attachment was provided to the Commissioners on this issue.

#### Education Committee Report

Ms. Brooks informed the Commission that due to an unavoidable conflict in schedules, Dr. Jan Hayes, Education Committee Chair, could not attend the meeting. Ms. Pat Ellington, Education Committee Co-Chair, is in Southern California attending the California Community Colleges Chancellor's Advisory

Committee meeting. A copy of Dr. Jan Hayes' Education Committee Report was provided to the Commissioners for their review.

#### The American Correctional Association 132<sup>nd</sup> Congress of Correction

Ms. Brooks informed the Commission that the American Correctional Association is conducting their summer conference in Anaheim, California on August 3-8, 2002. The 132<sup>nd</sup> Congress theme is: "*Consistent Values in Changing Times.*" This is a unique opportunity for the Commission to attend this important educational event in California. Ms. Brooks asked the Commission to let her know if they are interested in attending as soon as possible, but no later than July 1, 2002.

#### Department of the Youth Authority Conference on Sex Offenders

The Department of the Youth Authority is extending an invitation to CPOST Commissioners to attend a one-day conference entitled: "*Deception and Denial: The Behaviors of Sex Offenders and the Footprints They Leave Within Their Victims,*" on Friday, May 3, 2002 in Santa Monica.

#### Review of the structure of CPOST's Committees

At the February 7, 2002 meeting, the Commission directed staff to continue their review of the structure of CPOST's committees, and bring recommendations to the full Commission for discussion. James Ham, Research Analyst, at CPOST made a full presentation on this issue concerning the improvement of CPOST committee operations, increasing CPOST Executive Board oversight of its committees, and increasing the efficiency/effectiveness of specific committees.

### **V. Appeals and Grievances Committee Report**

#### **Presented by Commissioner Bob Kirchner, Appeals and Grievances Committee Chair**

Commissioner Kirchner presented the Commission with a list of Correctional Peace Officer apprentices requesting that credit be granted based on their previous experience and/or education. Commissioner Kirchner requested to hold the following applications until the June CPOST meeting, 00-48, 02-15, 02-28, 02-34, and 02-38. Commissioner Kirchner asked for the applications to be held because he was uncertain whether the facilities were private or public and within their granting of credit. CPOST will allow credit for public peace officer classifications.

Motion: To approve the requests for credit and to hold the above mentioned applications by Correctional Peace Officer apprentices as outlined in the attachment presented by Commissioner Kirchner.

Made by: Commissioner Kirchner  
Seconded by: Commissioner Kent  
No voting roll call was called  
Motion: Passed unanimously

## **VI. Curriculum Review Committee Reports**

### **Presented by Lt. Pietro DeSantis, Curriculum Review Committee Chair**

Lt. DeSantis, Curriculum Review Committee Chair, reported that during the period of February 1, 2002 through April 15, 2002, the Curriculum Review Committee met three times. During that time, the Committee reviewed 27 lesson plans, 14 of which were submitted by CYA, and 13 of which were submitted by CDC.

#### **B. Lesson Plan Reviews – CDC Departmental**

Lt. DeSantis made the following recommendations:

Full Approval

- *Conflict Resolution Workshop*

Disapproval

- *Pay Code Usage and Custody Sign-in Sheet Completion*
- *Hydro-Force Water Restraint System (7K)*

#### **C. Lesson Plan Reviews – CDC Parole and Community Services Division (P&CSD)**

Lt. DeSantis made the following recommendations:

Full Approval

- *Anti-Narcotic Testing Procedures*
- *Department Operations Manual*

Committee recommends Full Approval for corrections made to:

- *Parole Agent Safety Tactical Training, Modules 1-4 (three year resubmittal date is 3-21-04)*

#### **D. Lesson Plan Reviews – CDC Basic Correctional Officer Academy (BCOA)**

CDC Staff Development Center (SDC) submitted two lesson plans for the BCOA at Galt. One lesson plan was withdrawn, while the other is pending submission of changes for a recommendation to be carried forward to the Commission.

E. Lesson Plan Reviews – CYA Basic Correctional Officer Academy (BCOA)

Lt. DeSantis made the following recommendations:

Approval

- Body Search
- I.E.P Process
- Infectious Disease
- Written Communication, Module I
- Workplace Violence Prevention
- Anger Management
- Sexual Harassment Prevention
- Body Search

Committee recommends Full Approval for corrections made to:

- Verbal Communication, Staff to Offender (three year resubmittal date is 12-6-03)
- Victims of Crime (three year resubmittal date is 12-6-03)
- Facility Count Procedures (three year resubmittal date is 10-4-03)

Committee recommends Full Approval for corrections made to the following Participant Guides:

- Body Search (Participant Guide)
- Child Abuse Laws (Participant Guide)
- Community Relations (Participant Guide)
- Contraband (Participant Guide)
- Casework: Classification (Participant Guide)
- Casework: Intake to Discharge (Participant Guide)
- Casework: Offender files (Participant Guide)
- Casework: Special Case Requirement Notification (Participant Guide)
- Defense Mechanisms (Participant Guide)
- Department Mission and Values (Participant Guide)
- Ethics and Professionalism (Participant Guide)
- Facility Communication (Participant Guide)
- Facility Court Simulation (Participant Guide)
- Fire Safety (Participant Guide)
- Force Options, Module I (Participant Guide)
- Force Options, Module II (Participant Guide)
- Force Options, Module III (Participant Guide)
- Force Options, Module IV (Participant Guide)
- Force Options, Module V (Participant Guide)
- Handling Violent Offenders (Participant Guide)
- Infectious Diseases (Participant Guide)
- Introduction to Treatment (Participant Guide)



- Inventory/Key and Equipment (Participant Guide)
- Large and Small Group Counseling, Module I (Participant Guide)
- Large and Small Group Counseling, Module II (Participant Guide)
- Legal (Participant Guide)
- Mail Policy and Procedure (Participant Guide)
- Mentoring (Participant Guide)
- Multi-Hazard Response (Participant Guide)
- Offender Grievance Procedure (Participant Guide)
- Offender Supervision, Module I (Participant Guide)
- Offender Supervision, Module II (Participant Guide)
- Orientation, Module II (Participant Guide)
- Public, Press, and the Media (Participant Guide)
- Restorative Justice (Participant Guide)
- Sexual Harassment Prevention (Participant Guide)
- Staff and Offender Interaction (SOI), Module I (Participant Guide)
- SOI, Module II (Participant Guide)
- SOI, Module III (Participant Guide)
- SOI, Module IV (Participant Guide)
- SOI, Module V (Participant Guide)
- Staff to Staff interaction (Participant Guide)
- Suicide Prevention, Assessment, and Response (SPAR) (Participant Guide)
- Transportation, Module I (Participant Guide)
- Treatment Modalities, Module I (Participant Guide)
- Treatment Modalities, Module II (Participant Guide)
- Treatment Modalities, Module IV (Participant Guide)
- Verbal Communications: Staff to Offender (Participant Guide)
- Victims of Crime (Participant Guide)
- Workplace Health and Safety (Participant Guide)
- Workplace Violence Prevention (Participant Guide)
- Written Communication, Module I (Participant Guide)
- Written Communication, Module II (Participant Guide)
- Youthful Offender Parole Board (Participant Guide)
- Interviewing (Participant Guide)

F. Committee Processes

Lt. DeSantis informed the Commission that at the February 7, 2002 Commission meeting, Ms. Brooks asked for additional time to allow her and CPOST staff to process lesson plans received from the departments. The change will require an amendment to the CPOST Curriculum Review Committee, "Process for Submitting Lesson Plans for Review." The change will read, "all lesson plans and all other agenda items must be delivered to CPOST office by 1:00 pm, 16 days prior to the meeting date." Under the

current process, lesson plans have to be received by CPOST two weeks prior to the meeting date.

Lt. DeSantis informed the Commission of a memorandum sent from Ms. Brooks to Marty Jones regarding submission of lesson plans in a three-inch binder. The Curriculum Review Committee discussed the issue and felt that a three-inch binder would be inappropriate and that the lesson plans should be submitted in a binder, appropriate for the size of the lesson plan. Ms. Brooks asked that Lt. DeSantis withdraw this issue from his report, because it is no longer an issue and not appropriate to be discussed in this forum. Further discussion continued regarding this issue.

Motion: That the Curriculum Review Committee Report as submitted by Committee Chairman DeSantis be accepted in its entirety.

Made by: Commissioner Peterson

Seconded by: Commissioner Kent

Vote: Jones – No  
Kent – Aye  
Kirchner – Aye  
Knowles – No  
Nicholson – No  
Peterson - Aye

Motion: Failed

Motion: That all segments of the report be approved, with the exception of the issue of the binders, which was requested to be withdrawn from the report.

Made by: Commissioner Nicholson

Seconded by: Commissioner Jones

Vote: Jones – Aye  
Kent – No  
Kirchner – No  
Knowles – Aye  
Nicholson – Aye  
Peterson – No

Motion: Failed

While discussing the above issue, Commissioner Knowles brought up the issue concerning Mr. Ham's report about the structure of CPOST Committees. This motion was made while another motion was being discussed.

Motion: To establish a committee consisting of one management, one labor, and one CPOST employee to conduct a review of the concerns and recommendations made in Mr. Ham's presentation, and review CPOST's

operational procedures and present recommendations and findings to the Commission at the June 20, 2002 meeting.

Made by: Commissioner Knowles

Seconded by: Commissioner Nicholson

Vote: Jones – Aye  
Kent – No  
Kirchner – No  
Knowles – Aye  
Nicholson – Aye  
Peterson – No

Motion - Failed

The following recommendation regarding Lt. DeSantis report was made:

Motion: That the Curriculum Review Committee minutes, as submitted by Committee Chairman DeSantis, be accepted and to revisit the binder issue at a later date:

Made by: Commissioner Kirchner

Seconded by: Commissioner Jones

No voting roll call was called

Motion: Passed unanimously

**VII. Department of the Youth Authority, Curriculum Review Process/Clarification**

**Presented by Ed Anderson, Commissioner and Chief of the YATC**

Gary W. Parks, Training Officer II, Youth Authority Training Center, and Mary McElhannon, Curriculum Bureau Chief, presented an eight-page statement concerning the position of the Department of the Youth Authority (CYA) regarding the present unsatisfactory state of the curriculum review process.

CYA proposes that the Commission take the following steps to rectify the situation:

1. Vote full approvals for Female Offenders, Emergency Response/Use of Force Simulation, Introduction to Treatment, and Fire Safety.
2. Affirm the “Report and Recommendations on the Structure of Standing and Advisory Committees” to review and specifically identify the function, precise composition, rules of procedure, terms of service, and professional qualifications deemed necessary for membership of the Commission’s Curriculum Review Committee.

3. Instruct the Curricula Review Committee, in collaboration with the Department of Corrections and CYA, to revise its "Standards for Course Curricula" currently in effect, as the document contains numerous errors and inconsistencies in terminology that lead to confusion in interpretation. (Just as lesson plans require revision on a three-year cycle, so too should the document that governs their development and review be revised for improvement when deficiencies are discovered.)

Motion: Alternate Commissioner Anderson made a recommendation to grant full approval for the lesson plans Female Offenders, Emergency Response/Use of Force Simulation, Introduction to Treatment, and Fire Safety.

Made by: Commissioner Anderson

Seconded by: Commissioner Nicholson

Vote: Jones – Aye

Kent – No

Kirchner – No

Knowles – Aye

Nicholson – Aye

Peterson – No

Motion: Failed

Commissioner Nicholson recommended that the Curriculum Review Committee take a look at the above mentioned lesson plans and come back to the Commission with any recommendations for changes. Chairman Peterson moved that the subcommittee do so.

## **VIII. Other Business**

Commissioner Kirchner asked Lt. DeSantis if the Curriculum Review Committee can meet in a timelier manner and if the departments can make changes at the meeting. Lt. DeSantis advised Commissioner Kirchner that special meetings are held, but due to the Bagley-Keene Open Meeting Act, an agenda has to go out 10 days prior to the meeting. Changes can be done while at the meeting, but it would involve additional time for the meeting.

The Commission agreed to meet either two days before or after CPOST's June 20, 2002 meeting to discuss CPOST's rules and regulations.

Commissioner Anderson informed the Commission of CYA's graduation on April 26, 2002 at 2:00 pm. They will have a debrief on May 6, 7, and 8 to discuss the last academy and how their curriculum was delivered.

Commissioner Jones informed the Commission that at the next CPOST meeting, he would discuss the classes that will be required for CYA staff to transfer to CDC.

**X. Adjournment**

The meeting was adjourned at 1:30 p.m.